

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

7 MAY 23 AM 10:40

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance and Relief Everywhere (CARE)

Travel date(s): April 17 - 23, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$9,753.69	\$856	\$345.87	Visa: \$423; Insurance: \$97; Security: \$680; Interpreter: \$16
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Please see Addendum B

5/22/17
(Date)

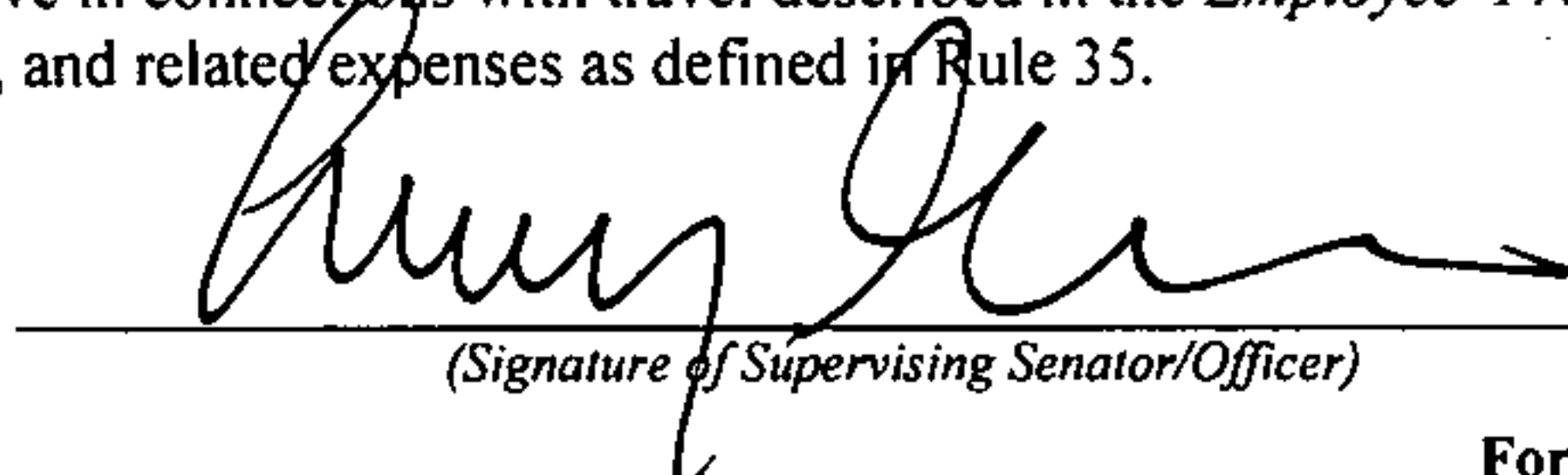
MATTHEW RIMKUNAS
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/22/17
(Date)


(Signature of Supervising Senator/Officer)

Addendum A – Cost Explanations

Matt Rimkunas became severely ill during the last day of the Learning Tour in Nepal. At the strong recommendation of our travel doctor accompanying the delegation and treating Matt, we upgraded his return flight to business class to ensure he would be as comfortable as possible traveling back to the United States ill. This upgrade accounts for the discrepancy between our final costs and good faith estimate for Matt's transportation expenses. Below is a detailed breakdown of individual costs for Matt Rimkunas.

Transportation - \$9,753.69

- Flight: \$5553.69
- Vehicles: \$1,200
- Charter: \$3,000

Lodging - \$856

- \$278 per night x 2 nights (India) = \$556
- \$150 per night x 2 nights (Nepal) = \$300

Meals - \$345.87

Other Expenses - \$1,280

- Visa -- \$423
- Security -- \$680
- Interpreter -- \$80
- Travel Insurance -- \$97

FINAL

AGENDA: CARE Learning Tour to India and Nepal, April 17-23, 2017

Monday, April 17 Travel Day

Depart U.S. for New Delhi, India (EK #232)

Tuesday, April 18 Travel Day/New Delhi, India

2:45pm CARE delegation arrives to New Delhi, India (EK #516)

2:45-3:45pm Transfer to Hotel

3:45-7:00pm Hotel check in, unpack, prepare for briefing time

7:00-8:00pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

Overnight: Taj Palace Hotel – New Delhi, India

Wednesday, April 19 New Delhi, India

8:30-10:00am Scene Setter Breakfast Briefing with technical experts to gain social, political, historical context for development and U.S. investments in India

10:00-11:00 Transfer to Site Visit 1

11:00-12:15pm Site Visit 1: Visit urban health program to learn about maternal and child health and nutrition services provided in peri-urban settings and the importance of community health workers in linking women and families to health services

12:15-1:15pm Transfer to Site Visit 2
Note: Lunch provided in vehicles

1:15-2:30pm Site Visit 2: Breakthrough Program creating youth human rights groups working to address and condemn violence and discrimination against women and girls in India

2:30-3:00pm Transfer to coffee

3:00-4:30pm Coffee briefing with donors and U.S. corporate sector partners to discuss innovative corporate social responsibility programs in India and women's empowerment

4:30-5:30pm Transfer to Taj hotel

5:30-6:30pm Downtime

6:30-8:30pm Reception with U.S. Ambassador, Local Government & NGO leaders to discuss the role of international partners, local governments and NGOs in development in India
Note: Heavy hors d'oeuvres/light dinner served at reception.

Overnight: Taj Palace Hotel – New Delhi, India

Thursday, April 20 New Delhi/Bihar, Patna India

***Note: We decided to visit Bihar instead of Chennai, as was listed in the original draft agenda, due to developing communal tensions in parts of Tamil Nadu, Chennai.**

8:00-9:00am Transfer to airport

9:00-11:00am Transfer to Bihar, Patna

11:00-1:00pm Vehicle briefing on CARE maternal health programming in Bihar
Note: Transfer to site visit 1. Lunch provided in vehicles

1:00-3:00pm Site Visit 1: Maternal and Child Health Program to meet with community health workers who provide mothers with health education and services and visit homes of beneficiaries

3:00-4:00pm Transfer to Site Visit 2

4:00-5:30pm Site Visit 2: USG and Gates Foundation Agricultural Development and Research Program to learn how agronomics are developing sustainable inputs and introducing improved varieties to women farmers

5:30-6:30pm Transfer to Airport

6:30-8:30pm Plane debrief on take aways from Bihar sites
Note: Transfer to Kathmandu. Dinner provided on the plane.

8:30-9:30pm Transfer to hotel

Overnight: Dwarika's Hotel – Kathmandu, Nepal

Friday, April 21 Travel Day/Kathmandu, Nepal

9:00-10:30am Breakfast Scene Setter Briefing with technical experts and USG Mission to gain social, political, historical context for development and U.S. investments in Nepal

10:30am-11:30am Transfer to Site Visit 1

11:30-1:00pm Site Visit 1: Visit Sabah Community Facilitation Center to learn about how women's collectives facilitate women increasing their agricultural yields,

encourage healthier, more sustainable agricultural practices, and promote economic empowerment for women

1:00-1:30pm	Transfer to Lunch
1:30-3:30pm	<u>Closing Lunch</u> to discuss trip reflections and next steps when the delegation returns to DC
3:30-4:45pm	Transfer to Kathmandu
4:45-7:00pm	Shopping/shower/prepare for reception
7:00-8:30pm	<u>Reception with U.S. Ambassador, Local Government and NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in Nepal

Overnight: Dwarika's Hotel – Kathmandu, Nepal

Saturday, April 22

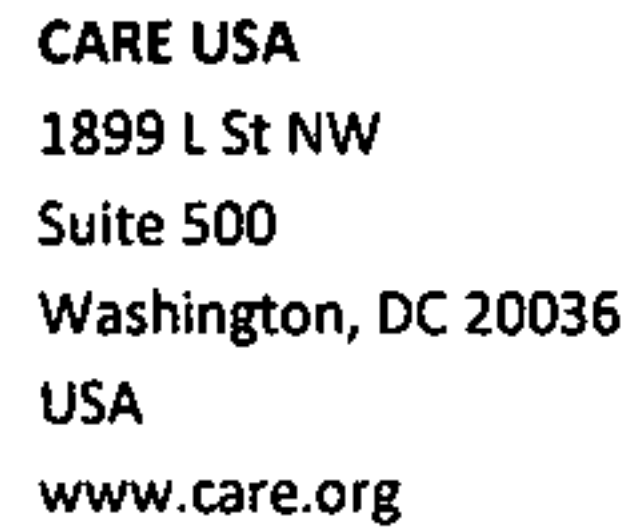
Kathmandu, Nepal/Travel Day

7:30-8:00am	Transfer to meeting
8:00-8:30pm	<u>Meeting with Nepal Prime Minister Pushpa Kamal Dahal</u> to discuss bilateral relations between Nepal and the US
8:30-9:00pm	Transfer to hotel
9:00-10:00am	Clothes change/breakfast time
10:00-11:15am	<u>Vehicle briefing</u> about USAID investment in Nepal <i>Note: Transfer to Site Visit 1</i>
11:15-1:30pm	<u>Site Visit 1:</u> Visit Sabal Integrated Development program to learn about community-led efforts to rebuild after the earthquake and address hygiene, sanitation, and women's economic empowerment
1:30-2:30pm	<u>Vehicle debrief</u> about Site Visit 1 <i>Note: Transfer to Dhulikhel Lodge. Boxed lunches provided in vehicles</i>
2:30-3:00pm	Bathroom break stop
3:00-4:00pm	<u>Vehicle debrief</u> about Nepal site visits <i>Note: Transfer to hotel</i>
4:00-6:00pm	Packing time
6:00-6:20pm	Transfer to airport

7:20pm

Delegation departs for U.S. (FZ #576)

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United States Senate Select Committee on Ethics
220 Hart Senate Building
Washington, DC 20510

Robert Roche
Director, Learning Tours
CARE USA

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CARE and CARE Action Now Structure Explained

Updated: September 2, 2016

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL & MELINDA
GATES *foundation*

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www.gatesfoundation.org

March 13, 2017

United States Senate Select Committee on Ethics
220 Hart Senate Building
Washington, DC 20510

This letter is submitted in response to your request regarding a learning trip beginning April 17, 2017. The Bill & Melinda Gates Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at Katy.Button@gatesfoundation.org, or direct line of 202-662-8189.

Sincerely,



Katy Button
Senior Program Officer
Bill & Melinda Gates Foundation

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
2. Description of the trip: To showcase the positive reach and scope of U.S. investments in programs that support development and women's empowerment in India and Nepal.
3. Dates of travel: April. 17 - April. 23, 2017
4. Place of travel: India and Nepal
5. Name and title of Senate invitees: See Addendum A
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
[OR]
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
[AND]
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
[AND]
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

OR

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up.

The Bill & Melinda Gates Foundation provided general support for this initiative as part of a broader grant, but played no role in organizing the trip and its participants.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. We place a special emphasis on women and girls because when they are equipped with the proper resources they help their families and communities escape poverty. CARE has operated in India since 1946 and Nepal since 1978.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand.

Since 2009, we have hosted twenty-four trips with members of Congress and their staff.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE International works in over 90 countries around the world implementing programming as well as promoting visibility on issues important to ending global poverty and leading advocacy toward local and international actors to prioritize poverty-combatting initiatives.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$4,500	\$1,048	\$511	Interpreters, Security, Insurance, Visas: \$1,213
<input type="checkbox"/> Actual Amounts	See Addendum D for all estimate details. +			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip was arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development partner in India and Nepal sharing an interest in sustainable programs to combat poverty and empower women and girls in India and Nepal.

19. Name and location of hotel or other lodging facility:

Taj Palace Dehli - New Dehli, India; Taj Palace Chennai - Chennai, India

Dwarika's Hotel - Kathmandu, Nepal

20. Reason(s) for selecting hotel or other lodging facility:

The hotels above offer western accommodations with ample security for the trip's activities.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The U.S. Government per diem rate for lodging in Dehli is \$291/night, \$300/night in Chennai, and \$166/night in Kathmandu. The U.S. Government per diem rates for meals is \$109/day in Dehli, \$111/day in Chennai, and \$91/day in Kathmandu. Our costs are at these rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Members of Congress and spouses will fly business class to and from India and Nepal. The delegation will fly by charter plane (coach equivalent) for internal travel in India and Nepal. See addendum B-C.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: _____

Name and Title: Robert Roche, Director, Learning Tours

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone Number: 202-550-6535

Fax Number: 202-296-8695

E-mail Address: rroche@care.org

Instructions

(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization's prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

"De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

Addendum A:

Names and titles of ALL Senate invitees and explanation of why the individual was invited.

We invited Senators from each of the following committees to join the trip. These committees and offices hold a particular interest or relevance to the issue of U.S. foreign which will be the focus of the trip agenda.

Senate Foreign Relations Committee
Senate Budget Committee
Senate Agriculture Committee
Senate Appropriations Committee
Senate Leadership Offices

Invited Senators

- Jeanne Shaheen (D-NH)
- Shelley Moore Capito (R-WV)
- Dick Durbin (D-IL)
- Lisa Murkowski (R-AK)
- Kirsten Gillibrand (D-NY)
- Joni Ernst (R-IA)
- Todd Young (R-IN)
- Ben Sasse (R-NE)
- Chris Murphy (D-CT)
- Tim Kaine (D-VA)
- Tammy Baldwin (D-WI)
- Jeff Merkley (D-OR)
- Cory Gardner (R-CO)
- Chris Van Hollen (D-MD)
- Marco Rubio (R-FL)
- Rob Portman (R-OH)
- Bill Cassidy (R-LA)
- Thom Tillis (R-NC)
- Dianne Feinstein (D-CA)
- Kamala Harris (D-CA)
- Mark Warner (D-VA)
- Maria Cantwell (D-WA)
- David Perdue (R-GA)
- Gary Peters (D-MI)
- Maggie Hassan (D-NH)
- Catherine Cortez Masto (D-NV)
- Angus King (I-ME)
- Johnny Isakson (R-GA)
- Mike Enzi (R-WY)
- Patrick Leahy (D-VT)
- Pat Roberts (R-KS)

- Cory Booker (D-NJ)
- Jeff Flake (R-AZ)
- John Boozman (R-AR)
- James Lankford (R-OK)
- Steve Daines (R-MT)
- Jerry Moran (R-KS)
- Roy Blunt (R-MO)
- Ben Cardin (D-MD)
- Lamar Alexander (R-TN)
- Dan Sullivan (R-AK)
- Roger Wicker (R-MS)
- Sherrod Brown (D-OH)
- Sheldon Whitehouse (D-RI)
- Robert Casey (D-PA)
- Al Franken (D-MN)
- John Cornyn (R-TX)
- Mazie Hirono (D-HI)
- Debbie Stabenow (D-MI)

Invited Staff

- Tom Mancinelli, Legislative Assistant – Senator Chris Coons (D-DE)
- Alyene Senger, Policy Analyst – Senate Republican Policy Committee
- Thomas P. Hawkins, National Security Advisor – Senator Mitch McConnell (R-SC)
- Matt Rimkunas, Legislative Director – Senator Lindsey Graham (R-KY)
- Beth Jafari, Chief of Staff – Senator John Cornyn (R-TX)
- Christopher M. Tuttle, Policy Director – Senate Committee on Foreign Relations, Majority Staff

Addendum B:

Cities of Departure:

Monday, April 17, 2017:

10:55am – Depart Washington, DC (EK #232)

Tuesday, April 18, 2017:

8:05am – Arrive Dubai

9:50am – Depart Dubai (EK #516)

2:45pm – Arrive New Dehli, India

Saturday, April 22, 2017:

7:20pm – Depart Kathmandu, Nepal (FZ #576)

10:20pm – Arrive Dubai

Sunday, April 23, 2017:

2:20am – Depart Dubai (EK 231)

8:40am – Arrive Washington, DC

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Addendum C:

On April 20, 2017, the delegation will travel on a chartered flight from New Dehli to Chennai, India and on April 21, 2017 the delegation will travel from Chennai to Kathmandu, Nepal.

Due to our schedule and limited flight options between different cities within India and from India to Nepal, we have selected a charter plane lead by the United Nations Humanitarian Air Service (UNHAS). The cost of the charter plane is expected to be \$1,500 per person. The Airline Operating Certificate (AOC) is forthcoming.

Addendum D:

- Transportation Estimation per person - \$4,500
 - Flight estimation: \$2,000
 - Vehicles: \$1,000
 - Charter flight: \$1,500
- Lodging Estimation per person – \$1,048
 - \$166 per night x 1 night (Kathmandu, Nepal) = \$166
 - \$291 per night x 2 nights (New Dehli, India) = \$582
 - \$300 per night x 1 night (Chennai, India) = \$300
- Meals Estimation per person - \$511
 - \$91 (USG M&I per diem for Kathmandu) x 2 days = \$182
 - \$109 (USG M&I per diem for New Dehli) x 2 days = \$218
 - \$111 (USG M&I per diem for Chennai) x 1 day = \$111
- Other Expenses Estimation per person - \$1,213
 - Visa - \$423
 - India - \$319
 - Nepal - \$104
 - Security - \$590
 - Interpreter - \$100
 - Insurance - \$100

FINAL

AGENDA: CARE Learning Tour to India and Nepal, April 17-23, 2017

Monday, April 17 ----- **Travel Day**

Depart U.S. for New Delhi, India (EK #232)

Tuesday, April 18 ----- **Travel Day/New Delhi, India**

2:45pm	CARE delegation arrives to New Delhi, India (EK #516)
2:45-3:45pm	Transfer to Hotel
3:45-6:30pm	Hotel check in, unpack, prepare for briefing time
6:30-7:30pm	<u>Welcome Briefing</u> to provide an overview of trip and introduce CARE staff and delegates to one another
7:30-9:00pm	<u>Scene Setter Dinner Briefing</u> with technical experts to gain social, political, historical context for development and U.S. investments in India

Overnight: Taj Palace Hotel – New Delhi, India

Wednesday, April 19 ----- **New Delhi, India**

8:00-9:30am	<u>Breakfast with donors and U.S. corporate sector partners</u> to discuss innovative corporate social responsibility programs in India and women's empowerment
9:30-11:15	Transfer to girls' education program
11:15-1:00pm	<u>Site Visit 1: Visit girls' education program</u> to learn about community-based initiatives to keep girls in school and combat gender-based violence
1:00-2:30pm	Transfer to urban health program
2:30-3:30pm	<u>Site Visit 2: Visit urban health program</u> to learn about maternal and child health and nutrition services provided in peri-urban settings and the importance of community health workers in linking women and families to health services
3:30-4:30pm	Transfer to hotel
4:30-5:30pm	Downtime
5:30-6:30pm	Transfer to U.S. Ambassador's residence
6:30-8:30pm	<u>Reception with U.S. Ambassador, Local Government & NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in India

Overnight: Taj Palace Hotel – New Delhi, India

Thursday, April 20

New Delhi/Chennai, India

8:30-9:30am	<u>Breakfast with Women Members of Parliament and PRS Legislative Branch</u> to learn about political efforts to promote sustainable development and women's empowerment
9:30-10:30am	Transfer to airport
10:30-2:00pm	Transfer to Chennai, India
2:00-2:45pm	Transfer to Nursing Teaching College
2:45-4:00pm	<u>Site Visit 1: Visit Nursing Teaching College</u> to learn about innovative interventions and techniques used to develop the capacity of community health workers and nurses to provide malnutrition and maternal health services to women in rural communities
4:00-4:30pm	Transfer to Site Visit 2
4:30-5:30pm	<u>Site Visit 2: Visit TB Health Clinic</u> to learn about U.S. investments in combatting infectious disease
5:30-6:00pm	Transfer to hotel
6:00-6:30pm	Shower time
6:30-8:00pm	<u>Dinner with the Breakthrough India NGO</u> to discuss effective and compelling messaging and framing of U.S. investments in foreign assistance and women's empowerment

Overnight: Taj Coromandel Hotel – Chennai, India

Friday, April 21

Travel Day/Kathmandu, Nepal

8:30-10:00am	<u>Site Visit 1: Visit CARE Village, Savings and Loan Association (VSLA) program</u> to examine an income-generating activity that helps women in rural areas access financial services and small-business opportunities
10:00-11:00am	Transfer to airport
11:00am-3:30pm	Transfer to Kathmandu, Nepal
3:30-4:15pm	Transfer to Hydropower Control Center
4:15-5:15pm	<u>Tour of Hydropower Control Center</u> to learn about hydropower as a driver of domestic economic empowerment and regional economic relationships
5:15-6:00pm	Transfer to Dwarika's Hotel

6:00-7:00pm	<u>Scene Setter Briefing</u> with technical experts and USG Mission to gain social, political, historical context for development and U.S. investments in Nepal
7:30-8:30pm	<u>Cocktail Reception with U.S. Ambassador, Local Government and NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in Nepal
8:30-10:00pm	<u>Closing Dinner</u> to discuss lessons learned and next steps when the delegation returns to DC

Overnight: Dwarika's Hotel – Kathmandu, Nepal

Saturday, April 22

Kathmandu, Nepal/Travel Day

7:30 – 9:00am	<u>Vehicle briefing</u> on the impact of women's economic empowerment <i>Note: Transfer to Site Visit 1</i>
9:00 – 10:30am	<u>Site Visit 1: Visit Sabah Community Facilitation Center</u> to learn about how women's collectives facilitate women increasing their agricultural yields, encourage healthier, more sustainable agricultural practices, and promote economic empowerment for women
10:30-11:30am	Transfer to Site Visit 2
11:30am-12:30pm	<u>Site Visit 2: Visit Sabal Masonry Training</u> program to learn about how women are gaining economic independence while helping to rebuild communities and create a more resilient Nepal
12:30-1:30pm	Transfer to Site Visit 3 <i>Note: Lunch in the vehicles</i>
1:30-2:30pm	<u>Site Visit 3: Visit Sabal Women's Empowerment</u> group to observe community-based development planning that puts women's needs at the center
2:30-4:00pm	Transfer to Dwarika's Hotel
4:00-6:00pm	Debrief/downtime
6:00-6:20pm	Transfer to airport
7:20pm	Delegation departs for U.S. (FZ #576)



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March 16, 2017

Matt Rimkunas
Legislative Director
Office of Senator Lindsey Graham
290 Russell Senate Office Building
Washington, DC 20510

Dear Matt,

We are approaching you with a special opportunity to join us on CARE's next Learning Tour to India and Nepal during the Easter holiday congressional recess. This trip will take place **April 17 – April 23, 2017** (including travel) and will allow you to have a first-person view of the political, economic, and security dimensions of U.S. engagement in South Asia, including investments in food and nutrition security, maternal and child health, education, and economic empowerment. The delegation will include Members of Congress, each accompanied by a member of their family or staff, as well as key leaders and technical experts working on these issues.

On your journey, you will visit program sites and meet with beneficiaries in India and Nepal to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground, including private sector and local partners, who are working toward solutions at the community level, as well as U.S., Indian, and Nepalese government leaders and decision-makers.

India and Nepal offer dynamic examples of the progress possible when U.S. investment is focused on sustainable, long-term solutions. The economy of much of the South Asian region has experienced rapid growth in the last 20 years, partly spurred by U.S. foreign assistance as well as private sector investments promoting innovation in addressing some of the toughest development challenges. India, for example, has made significant strides toward eradicating extreme poverty and promoting access to primary and secondary education for boys and girls.

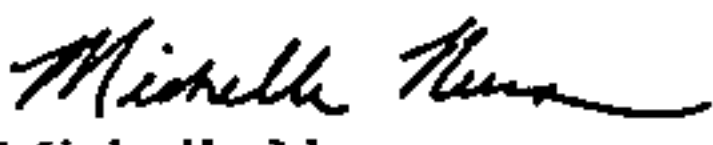
However, the region continues to struggle with ensuring all citizens benefit from this progress, particularly vulnerable women and girls. Malnutrition, poor sanitation, lack of access to health services, and a strict caste system dictating the disproportionate allocation of resources all contribute to India currently having the highest number of preventable child deaths in the world. Similarly, the region continues to have some of the highest rates of child marriage and violence against women globally.

The United States is actively working to change this reality. U.S. investment in women's empowerment, combatting child marriage, and promoting health and nutrition are having a measurable and significant impact throughout the region. This Learning Tour will be a unique opportunity to explore these issues on the ground and return with a deep understanding of the link between U.S. foreign assistance and international development, women's empowerment, and regional and international stability.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest in joining by **Friday, March 17, 2017**. We have asked Rachel Hall to provide further details on the trip and answer any questions you may have. You can reach her directly at Rachel.Hall@care.org or (202) 569-7027.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,


Michelle Nunn
President and CEO, CARE USA

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